

Seminar Application Form – Accounting, Auditing & Taxation –

Salutation: Surname: First Name: Student Number: Semester: Apply for: Phone Number: E-mail Address:	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <input type="checkbox"/> Module M4 <input type="checkbox"/> Module M8 <input type="checkbox"/> _____ </div> <div style="width: 35%; text-align: right;"> @student.uni-siegen.de </div> </div>
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☐ Winter Semester ____/____ ☐ Summer Semester ____

I hereby register for the following seminars and seminar topics.

NOTE: Once the allocation is made it is not possible to make a new application or request for any exchanges. Any available seminar places will also not be allocated in a second round.

Seminar Organizer		Topic Preference	
1. Preference:		1.	
		2.	
		3.	
2. Preference:		1.	
		2.	
		3.	
3. Preference:		1.	
		2.	
		3.	

☐ I have applied previously for a seminar offered in the AAT, but I was not selected.

If YES, in which semester did you applied previously?

The application form along with an **updated performance record**, needs to be dropped at the **postbox of the Chair of Management, Accounting and Corporate Governance (Prof. Dr. Dutzi)**. Please ensure to submit your application on time.

Siegen, _____
Date, Signature

Seminar Allocation Regulations

– Accounting, Auditing & Taxation, M.Sc. –

- Effective from WS 16/17 allocation of seminar places for Master course AAT (Modules M4 and / or M8) will be conducted by a centralized process. Students who are interested in participating the seminars are required to send in an application form on due time to the postbox of the Chair of Business Administration, especially for Accounting and Corporate Governance seminars.
- Students who follow other study programs and still wish to take part in these seminar courses should tick the respective module under section "Apply for" in the application form and should state the corresponding module name accordingly. Kindly note that the admission of these seminar courses must be defined in the respective study program of the students if not the students are not allowed to register for these seminars. If there are any further clarifications with respect to credits please contact the respective authorized personal of the students study program.
- The form must be completed in full. But, selecting of "2. Preference "and "3. Preference ", are optional. However, we strongly recommend to select all three preferences in the application, as this will ensure that the students have the possibility in getting selected for either of the stated preferences.
- If you wish to participate in two seminars in one semester (M4 and M8), you will need to tick off "Apply for" in both modules. If the preferences are insufficient (as there are more than 3 seminars during one semester) please state further preferential options from four to six by hand on the other side of the application form. When doing so please make a remark to note that you have stated further preferences in the front page of the application form.
- As the allocation of seminar places is conducted centrally, for each semester only one application form should be submitted. Incomplete application forms, applications not submitted on due date or submission of multiple applications will be considered invalid for the respective semester.
- Allocation of the respective topics and deadlines will be decided by the seminar conductor.
- The students are not allowed neither to claim that they should be selected for the applied seminar nor that they need to be selected even if they should follow a seminar as stated in their study program. However, the chairs will ensure that the students will be offered a seminar place before completing the respective study program. The students can state this by ticking off the box in the respective gray paragraph in the application form.
- The chair will try its best to allocate the topics as per the preference of the students, however, the students are not allowed to claim that the chair has not offered the preferred topic as stated in the application form.
- The students are also not allowed to claim that they will be offered with the preferred topics by the chair on which they have stated in the application form.
- Due to sickness or for the students who wish to withdraw their applications are allowed to do so before the stipulated deadline of confirming their participation for the seminar. It is necessary to handover a medical note in case of sickness. However, the students' needs to make a new application if they want to take part in the seminar in the following semesters as a fresh application.